

## CAMPUS CORRESPONDENCE

Date:

September 17, 2009

To:

Deans, Directors and Department Heads

From:

Associate Vice Chancellor for Accounting and Financial Services

Subject: -- Changes to LaCarte Card Policies & Procedures

lataria LA villa barra a rella a resoluta di servi della 1200 di 200 En 1972 è la completa di 1972 è la completa several recommendations to mitigate risks related to the use of the LaCarte card.

Effective immediately, the following changes will be made to the LaCarte Card Program:

The same and the same supplies the supplies of the same supplies t should be routed for final approval to the departmental employee who holds final "Release Authority" LaCorto gardholdera with final "Dalagge Authority" can a approver of their own LaCarte purchases. Accounts Payable & Travel cannot accept and release any LaCarte entries into the General Ledger System (GLS) without supervisory approvais.

. All nurchage made via DayDeLar another third party processor must be entroved in advance by the cardholder's supervisor. It was found there was an inherent risk in payments. The auditors determined it was difficult to ascertain that purchases made on these sites are for a legitimate business purpose and from a legitimate and appropriate vendo. To ald in tite apptoval biodess, a new As 10/m nas peen created – Form As 150 rangBouth Dissimerianun expressiovar 🔭 berrong "moStige anaccest du activit 🖰 🖰

Lacarte entry that includes a PayPai transaction. A copy of the form is attached for your convenience. The form can also be found on the Accounts Payable & Travel website under AS Forms.

Please let me know if I can provide any additional information. I can be reached at 578-1623 or dtorres@isu.edu.

## Attachment

Chancellor Michael Martin XC:

**Provost Astrid Merget** Jerry J. Baudin Eric N. Monday Vice Chancellors



Louisiana State University
Office of Accounting Services
Accounts Payable & Travel
217 Thomas Boyd Hall

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